



OCTOBER 2011 Newsletter



Trick or Treat

Halloween, Oct 31st

Glendora Seniors Computer Club

A Friendly Seniors Group Serving All Computer Skill Levels

General Meetings: 2nd & 4th Wednesdays of the month at 1:00 p.m.

Board Meetings 2nd Wednesday of the month at 3:00 p.m.

Volume 16 Issue 10



President's Message

Happy Fall Everyone,

We are looking now towards fall already and cooler temperatures. Thank goodness, this summer seemed pretty uncomfortably hot to me. Maybe now more of our membership will be done with travels, summer visits and activities, and we won't find it too hot to attend our meetings again.

We are getting our website launched soon, and many members have already contributed interesting content. It will be fun to log on to and check out what is going on with our members. It never ceases to amaze me what different hobbies and "other lives" people have. Check it out under: gscdoingrthing.com, and contribute your "2 cents".

We are collecting and asking you to set aside items for our Silent Auction at the December Holiday Party. Bring anything you think might be of value to someone else, except clothing. Looking forward to being your Auctioneer

**PROGRAMS BY: Program Chair:
Jim Glass**

(All programs subject to change)

October 12th

Avast virus protection

October 26th

**Producing a
calendar**

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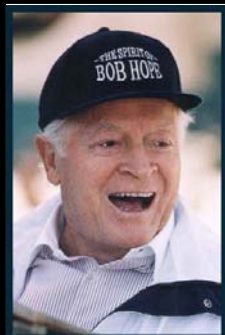
once again. Remember, you may bring a friend or spouse, also. Just bring more food, not that there is ever any danger of running out. ☺

Elections are coming up at the Holiday Party, also. It looks like we have a candidate for Vice President. So, step up to the plate and take your turn at running this Club ! We are looking for a new President, Treasurer and Committee Chairs. We take nominations any time, any place !

We have more interesting programs for you in store this year: Avast, an anti-virus program, another browser “Opera,” and a particular favorite of mine, a presentation of software on how to make personalized wall calendars. Don’t miss any of it !

See you again soon,

Annemarie



Bob Hope

ON TURNING 70

'You still chase women, but only downhill.'

ON TURNING 80

'That's the time of your life when even your birthday suit needs pressing.'

ON TURNING 90

'You know you're getting old when the candles cost more than the cake.'

ON TURNING 100

'I don't feel old. In fact , I don't feel anything until noon. Then it's time for my nap.'

ON GIVING UP HIS EARLY CAREER,

BOXING

'I ruined my hands in the ring. The referee kept stepping on them.'

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GSCC Meeting Minutes

September 14, 2011

President Annemarie Hunt opened the meeting at 1:00 pm welcoming all and especially Eleanor Rich, a Charter Member since 1991.

President Hunt made the following Announcements:

- 1) Jeannine Foote is on her way home from Thailand.
- 2) The Christmas Party is coming up soon; Barbara Denny is Chair; save your stuff for the Auction.
- 3) Vice-president, Connie Lang is in charge of nominations, and there is a need for leadership to fill the offices for 2012. Election is held at the Christmas Holiday Meeting.
- 4) Asked members for ideas for future classes and/or programs. Some suggestions were
 - 1) More information on “wireless” operations while traveling;
 - 2) Backing up files & updating protection software.

Program: Bill Belcher shared a slide show of the storm damage, the aftermath of Tropical Storm Lee in New York and PA, near his home town—pictures he had received via email from relatives still in the area (Waverly NY, Sayre & Athens PA).

Update on the Group Project: Jeannine Foote, Jim Glass and Joanne Wilner have submitted material, and Bill is looking for information on several other topics. Submissions to be sent to him at: SCCTeacher@gmail.com. Send pictures separate from the story/text as .jpg attachment. Pictures may need to be resized—do not type captions on photos. Bill is developing a format (template) for recipes. Bill stated the purpose of this Group Project is: 1) To learn about Web building; 2) Encourage participation & sharing by members; 3) Show that seniors are participating in diverse activities.

President Hunt shared some quotes from 1994 and 1995 Minutes: Dues were \$5 and the balance in treasury was \$399.

She asked if anyone had mistakenly (thinking they were part of the freebees) picked up a pair of sunglasses belonging to the presenter from the library at our last meeting, to please return them.

President Hunt thanked **Bill Hart and Frank Duran** for cookies today. Sandee Rose and Al will bring cookies for the September 28th meeting.

Education—Bill Belcher, Ell Fullmer and Jim Glass answered questions including:

- 1) Converting old floppies for inclusion in a recipe book.
- 2) Search Engines (Google, Bing, Yahoo & AOL) and Browsers (Firefox/Mozilla, Chrome, ASK).
- 3) Protection software--C Cleaner and others.
- 4) Setting up a wireless system in the home.

Fall Classes: Connie's Internet & Email continues on Thursdays. A Personal Calendar is a future meeting program (October 26).

Other – The 50/50 drawing was won by Helga Djordjevic.

Next meeting – Wednesday September 28th.

Meeting Adjourned: 3:00 pm

Submitted by:

Secretary Ruthann Mayrose

Approved By:

President Annemarie Hunt

SISTER MARY ANN'S GASOLINE

Sister Mary Ann, who worked for a home health agency, was out making her rounds visiting homebound patients when she ran out of gas. As luck would have it, a Texaco Gasoline station was just a block away.

She walked to the station to borrow a gas can and buy some gas. The attendant told her that the only gas can he owned had

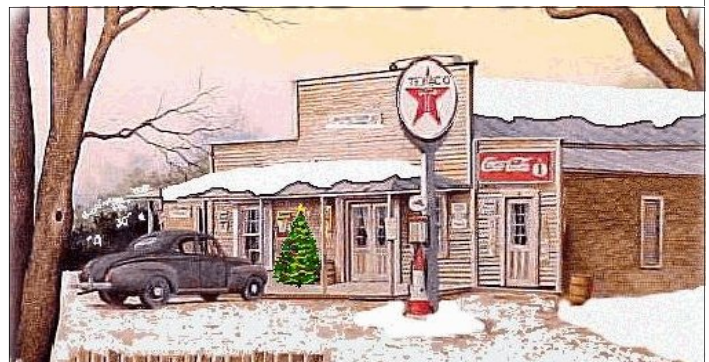
been loaned out, but she could wait until it was returned. Since Sister Mary Ann was on the way to see a patient, she decided not to wait and walked back to her car.

She looked for something in her car that she could fill with gas and spotted the bedpan she was taking to the patient. Always resourceful, Sister Mary Ann carried the bedpan to the station, filled it with gasoline, and carried the full bedpan back to her car.

As she was pouring the gas into her tank, two Baptists watched from across the street.. One of them turned to the other and said,

'If it starts, I'm turning Catholic.!!'

(Submitted by club member Glen Moore)



GSCC Meeting Minutes

September 28, 2011

President Annemarie Hunt opened the meeting at 1:00 pm welcoming all

President Hunt made the following Announcements:

- 1) Thanked Connie Lang for taking over while she was on vacation.
- 2) Our presenter from the Glendora Library, Gaetano Abbondanza's Sunglasses have not turned up and though they are not expensive-- \$25, Annemarie suggested we might replace them for him.
- 3) The October 12th Program will be on "Avast" Antivirus & Security software.
- 4) Save your "treasures" for the Silent Auction at our Holiday Potluck, December 14th.
- 5) Welcome back Membership Chair, **Jeannine Foote**, who has been traveling in Thailand.
- 6) **President Hunt** thanked **Sandee Rose and Al** for cookies today and conducted an "Are you addicted to the Internet" test for fun.

Program

Update on the Group Project--Bill Belcher Submissions for the Club Website to date include information and pictures: 1) Annemarie's European River Cruise; 2) Connie's Brownie Covered Oreo Recipe; 3) Dennis's Panama Canal Cruise; 4) Ernie's Hypnotherapy; 5) Jim Glass's Western Reenacting and his Championship Dogs; 6) John's Pictures of Peafowl; 7) Leroy & Tom's Antique Engines (CalPoly's Car Show and Glendora's Pumpkin Festival; 8) Letti and Mike's Forty Mile Bike Trips and Hiking; 9) Mike's Old Car Roadster Show; 10) Phyllis's Orchids; 11) Wayne's Parakeet Cookie.

www.gscdoingrthing was selected as the domain name for the Group Project Web site.

President Annemarie thanked Connie for taking over the meeting because she had to leave early

Break:

Connie Lang Nominations for 2012 Officers - Don DeFazio has agreed to accept nomination for Vice-President. Other open positions include: President, Secretary and Treasurer, as well as some Committee Chairs.

Phyllis Sain and Rita Norkin will bring cookies for the October 12th meeting.

Education—Bill Belcher, Ell Fullmer and Jim Glass answered questions including:

- 1) Downloading protection software—FileHippo/CCleaner.
- 2) Updating AVG to 2012 version.
- 3) Avast free trial version.
- 4) How to identify &/or find computer properties (32 or 64 bit).
- 5) Locating Contact Lists.
- 6) Transferring music files to a new laptop or other media player—“Do not let iTunes manage your tunes!”

Classes: Continue on Tuesdays and Thursdays. A Personal Calendar is a future meeting program (October 26).

Other – The 50/50 drawing was won by Alfred Gonzalez.

Next meeting – Wednesday October 12th.

Meeting Adjourned: 3:00 pm

Submitted by:

Secretary Ruthann Mayrose

Approved By: Pending

President Annemarie Hunt

The Computer Guys, *Bill Belcher & Ell Fullmer*, will be meeting on the

SECOND Thursday of the month:

October 13th

9:00 a.m. to 12 noon — Second Floor — La Fetra Center

[2. Isn't making a smoking section in a restaurant like making a peeing section in a swimming pool?](#)



Word Tips

Word

No longer available

Submitted Articles

Buying a New Windows PC

By Dick Maybach

August 2011 issue, BCUG Bytes, Brookdale Computer Users Group, NJ

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Sooner or later, you'll be looking for a replacement for your PC. What requirements must the hardware satisfy? This article will assume you will be using the Windows 7 operating system, although almost any PC that supports Win 7 will also support any Linux distribution. If you purchase your PC from a well-established vendor, it will arrive with Windows already installed and well checked-out. However, most of us keep our PCs for several years, which means that their performance should exceed what is needed today. Software vendors know that to sell new versions of their products, they must add new features, and these require more from the hardware. Moore's Law, which says that integrated circuit performance doubles every 18 months, has been true for 30 years and shows no signs of changing in the near future. As a consequence, six years from now, PCs will be eight times as powerful as today's models, and software designers know and depend on this. Buying a barely adequate PC means that it may not adequately run any software on it that it wasn't delivered with.

Let's begin by looking at what hardware Microsoft recommends as a minimum for Win 7.

- 1 gigahertz (GHz) or faster 32-bit (x86) or 64-bit processor
- 1 gigabyte (GB) RAM (32-bit) or 2 GB RAM (64-bit)

- 16 GB available hard disk space (32-bit) or 20 GB (64-bit)
- DirectX 9 graphics device with WDDM 1.0 or higher driver

We see that the first choice is between a 32-bit and a 64-bit processor. At present, most home applications are available only in 32-bit form, and while these will run in a 64-bit environment, doing so provides little advantage, except that 64-bit CPUs can handle more RAM. (See the RAM discussion below.) This will probably change, perhaps as early as the next release or so of Windows. You might be tempted to go for a 64-bit processor, thinking that you will be able to upgrade to Win 8 or 9; however, don't forget Moore's law. When the time comes to upgrade, you will certainly find that your PC is hopelessly under-powered. A 32-bit processor is the correct choice, unless you have special requirements.

Processor clock speeds can now exceed 3 GHz, but processor architecture also greatly affects its computing rate, with the result that clock speed is not as good an indication of computing power as in the past. Indeed, AMD has stopped using clock speed to characterize its processors. Manufacturers achieve higher performance by putting multiple processors (called *cores*) on a single chip. Get at least a 2-core processor and preferably a 4-core one. You may not see much advantage initially, but Windows slows down as the number of updates increase, and you probably will add new applications, which become more resource-hungry with each release. Note the important difference between multi-core processors and multiple processors. The former are single packages with more than one computing component; the latter are multiple packages, each with its own stacks, cache memory, and input/output. Only the Professional, Enterprise, and Ultimate versions of WIN 7 can make use of more than one processor, although all 32-bit versions of WIN 7 can use up to 32 cores.

Finally, consider getting a CPU with a Intel-VT or AMD-V supported and enabled. Without this, you can't run Windows Virtual PC, <https://www.microsoft.com/windows/virtual-pc/default.aspx>.

RAM is cheap, which means you should get as much as you can use. However, a 32-bit processor, can access a maximum 4 gigabytes of memory, and memory includes

not only RAM, but also video RAM. If you have a high-end graphics controller with 1 GB of video RAM, your processor can use only up to 3 GB of RAM. Remember though, that many people use just a video controller on their motherboard, and such units use regular RAM for video storage. Once your system fills RAM with data, it begins to use swap space on your disk, and this drastically slows performance. I recommend you install as much RAM as your processor can address, 4 GB if you use an integrated video controller, perhaps somewhat less if you have a separate one. You can see a problem developing here; because the recommended RAM is at the limit of what the processor can see. To use more RAM, you have to use a 64-bit CPU and operating system, which is why I think that we will soon see a move to this configuration.

I recommend at least a 2000-GB (2-TB) hard disk. You do not want to run out of disk space and have to port all your software and data to a new one. Faced with this, most home PC users would decide to purchase a new PC. A competent PC shop can do this for you, and while the cost is reasonable, it will certainly exceed any savings you realized by skimping on the original disk size.

Most home PC users will find that the minimum video controller specified by Microsoft is adequate, but if you play action games or have specialized needs, such as photo editing or computer-aided design (CAD) you probably need a separate high performance video card, perhaps one compatible with DirectX 10 or 11. Graphics cards have faster processors than those mounted on motherboards and their video RAM is separate from that on the motherboard. You will have to do some research into the recommendations of your software vendors, not just for what you now use, but also for what you may soon install. However, replacing your video controller is much easier than changing disks, so you can upgrade later if needed. Pay attention to the connector for the display; although VGA is still common, many high-performance controllers use Digital Visual Interface (DVI), High-Definition Multimedia Interface (HDMI), or Display Port.

Besides the basics above, you also need some peripherals, and the most important of these is the display. You will probably follow the recommendations of the PC vendor, but consider getting a larger one than standard. As we age, our vision dims and blurs, and more visual real-estate allows us to magnify images, which makes computer time more comfortable. Be a little careful here, and be sure the display interface is compati-

ble with your video controller. Of course, you need a read-write DVD drive, and you may want to get one that handles Blue-Ray. If you have a pile of diskettes, you may also want a floppy drive, but the need for these is fading fast. Get as many USB ports as you can (version 2.0 or later), and at least two should be on the front panel. If you run out of ports, you can add USB hubs, but the result is a tangle of cables, power cords, and power supplies. (This will happen anyway, but try to avoid making it worse.) Keyboards and mice are cheap commodities and are easily upgraded. Current PCs use USB ports to communicate with keyboards and mice, so you may not be able to transfer these from your old system.

File Types: What are they? And why should we care?

By Phil Sorrentino, President, Sarasota PCUG, Florida

August 2011 issue, Sarasota PC Monitor

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Understanding File Types is the key to successfully organizing and using your computer files and folders. The File Type is the extension to the file name (the characters after the period). Unfortunately, File Types are hidden when you first startup your computer Operating System. I've always thought this was odd because knowing the type of a file can help explain what is going on, or at least what can be done with that particular file. (Because the file type can be changed using the Rename option, I suspect this was done to prevent a user from renaming the file type and possibly making that file un-useable.) Without the file type, confusion can arise. Hiding the file type leads to the appearance that there are multiple files in a folder with the same file name. While actually, the file names are different because they have different file types. It is only the file type that shows them as two distinctly different files. File Types can be shown along with the first part of the file name. In XP and Windows 7, this is accomplished in the View tab of the Control Panel's Folder Options Applet. Just uncheck "Hide extensions for known file types".

Let's start with some very basic File Management concepts. Every file in a folder

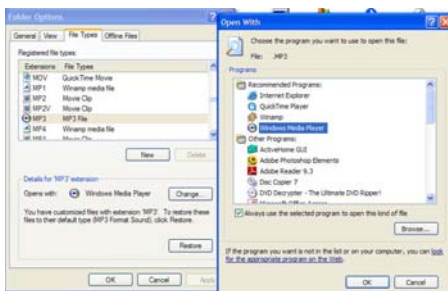
has to have a unique name. (Two files may have the same name, but they must reside in different folders.) The name has two parts, separated by a period. The part after the period is called the file type or file extension. Typically the file type is three or four characters, but it can be longer. The limit is tied into the overall size of the path of the file in question, but practically you will see file types of around three or four or five characters. If you Google “file types,” you will be amazed at how many file types have been defined and you will also see some pretty long file types, like the following 8 character file type, “.debuglog.” In these lists you will see all the familiar file types like .doc, .docx, .txt, .rtf, .xls, .jpg, .bmp, .gif, .mp3, .wav, .m3u, .wma, .avi, .mov, .mp4, .wmv, and so on.

A few sentences ago I mentioned “path.” The path is a unique description of where the file in question is located. Typically we think of a file’s location as being in a particular folder, but the path is more general. The path starts out with the computer followed by the drive, then the folders in hierarchical order, leading down to the particular file. So the path to a picture of a group of cousins taken on July 4th, 2009, might look like: \\Desktop2\D:Photos\Family\2009\FourthOfJulyPicnic\Cousins.jpg where “Cousins.jpg” is a picture (or at least a .jpg file) in the “FourthOfJulyPicnic” folder, which is in the “2009” folder, which is in the “Family” folder, which is in the “Photos” folder on the “D:” drive of the “Desktop2” computer. (Note that the “\” is used to separate components of the path. Similar to the way “/” is used to separate the components of an address on the internet.) So you see the path to every file must be unique, so that the file can be unambiguously found. This also explains why we can have two files, with the same name and extension, exist in different folders. The path would be different, not by the file name and extension, but by one of the folder components. So, when all is said and done, the file type is part of a file’s name that makes that file unique.

But that is only part of the story. The file type is really a definition of all of the data that is held within the file. (It defines in great detail just what every bit and byte in the file means.) And this is where Files and Applications come together, or where they become “associated”. File Association links a file type with an Application. An Application knows how to handle a particular file type because of the file type definition. Fortunately, we, the users, don’t have to know anything about the details of the file type, only that a particular file type can be used with a particular Application. So if a correct association is made, the Application will handle the file in the expected fashion. If an incorrect association is made, the results will be undetermined.

Many applications can handle many different file types. For example, Windows Media Player can use a whole host of audio and video file types, such as wma, mp3, m3u, aiff, wmv, avi, mpg, mpeg, mpv2. Sometimes when you install a new application, the application will automatically associate with the file types that it knows how to use. This may not be the associations that you originally wanted. Some Applications are much more polite, and ask if you want them to associate with certain file types. If associations happen automatically, you can end up with different applications being used to handle a particular file type. For example, you could end up with “Real Player” playing your music that you originally had Windows Media Player associated with.

The Operating System provides a capability to review and establish the associations. Each operating System is a little different. In XP it is provided in the File Types tab of the Folder Options, Control Panel, as shown in the graphic example that follows. (The example shows the .mp3 file type chosen for a change (on the left) and the Recommended and Other Programs (Applications) selections (on the right.) In Windows 7 (and Vista) it is part of the Default Files Control Panel (Associate a file type or protocol with a program).



Associations can easily be changed, but be very careful. Only use the Recommended Programs. If another program is used, the results may be undetermined and may even damage the file in question. But this is the way you can get things back to the way you want. You can get your music back to being played by your player of choice, or your videos back to being played by Windows Media Player, or your .bmp graphics files back to being displayed with the Paint application.

So, we care about File Types because they help to uniquely define a file's name and location, and their definitions enable applications to determine how to handle the contents of the file. These are two very big jobs for a seemingly very small (and often hidden) aspect of the Windows Operating System.

Save Money on Telephone Calls

By Sandy Berger, CompuKISS

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Many of us remember when we all paid a monthly fee to the telephone company for our landline and paid exorbitant rates for long distance service. If you had friends or relatives living far away, those monthly bills could really add up. You may even remember that when a call from afar would come in, the person who answered the phone would promptly announce that the call was "long distance" and the recipient of the call would rush over to the phone so the connection time would be kept as short as possible.

Thankfully, all of that is in the past. Technology has brought us many ways to keep in touch with friends, family, and business associates around the world quite inexpensively.

There are actually two different technologies that have greatly impacted our telephone-type communications. First is the emergence of cell phones. Today most of us are using cell phones for everyday communications. Since cell phones work on "minutes" rather than distance, you can basically call anywhere in the US more economically than you can with the old "long distance" service that the telephone companies provide. Each cell phone company offers somewhat unique features, but all are

money-savers. For instance, some carriers allow you to call anyone else on that carrier at no charge. Some have special evening and weekend rates. Some allow you to list up to ten telephone numbers that you can call at any time with no charge.

Cell phone charges are generally much more expensive when you want to call overseas, but there is a great technological solution for that too. It is the second technology that has greatly impacted telephone-type communications. It is called VoIP, which stands for Voice Over Internet Protocol. VoIP uses the Internet to make telephone calls. Most of the major telephone and cable companies now offer some sort of "Internet" calling packages. Other companies like Vonage and Net2Phone have made a splash in this industry.

VoIP allows you to use your broadband Internet connection to make phone calls. VoIP service through a major carrier often offers additional features that you are not generally offered through a regular telephone service plan. With a VoIP plan from a telephone or cable company,, you can often get voicemail, call forwarding, caller ID, and 3-way conference calling at no extra cost. Some VoIP providers also offer online account management, online voice mail, detailed call logging, and call-forwarding.

You can also use VoIP with any "telephone-type" company involved. You simply use your computer to make calls. Skype is one of the most popular services of this type. And the price is right. Making Skype calls from computer to computer is totally free. If you hook up two computers that have webcams, you can make video calls where you can see and talk with someone at the same time. You can also call from your computer to land-lines and mobile numbers in the US and Canada for \$2.99 a month. If you don't want to be tied to the computer, you can purchase a Skype tele-

phone that uses your computer to call, while you talk on a traditional-type telephone handset. You can also access Skype from many mobile phones. This lets you to place calls without adding to your minutes. There are many Skype competitors like GoogleTalk, Yahoo Messenger, and iCall.



There are also other unique VoIP solutions. You may have seen magicJack advertised on late night TV. It is a small device that plugs into the USB port on your computer. With magicJack you get your own telephone number. You can make calls right from the computer screen or you can attach a regular telephone to the device and use it to make free phone calls in the US and Canada. I have a set of wireless phones attached to the magicJack that allows me to make and receive calls anywhere in the house. If a friend or relative also has a magicJack, you can make free calls to them even if they are one the other side of the world. magicJack costs about \$40 for the device and first year of service and \$20 a year for service after that. It's pretty useful and inexpensive.

By the way, if you have a land-line telephone number that you want to keep, you can move it (port it) over to a mobile phone. MagicJack says that starting this August, you will also be able to use your old telephone number with the MagicJack, as well. So you don't even have to give up your old number to use the new technologies.

Whether you use a cell phone or a VoIP solution, you should realize that VoIP call may not be perfect. Cell phones sometimes drop calls and have

areas where you can't get service. Services like magicJack and Skype are dependent on your broadband Internet connection. So if your connection speed is good, the call will be excellent; but if your Internet slows down, you may get a poorer call quality. Yet, both of these solutions will save you money, and you may find, like me, that occasional slight inconvenience is worth the cost savings. I gave up both my business and personal land line almost two years ago. I now rely on my cell phones, Skype, and magicJack. I am saving a bundle and enjoying every minute.

Keyboard Functions in *Word* (partial)

Key to Press

Action

F1:	Invoke help system, Office Assistant, or Microsoft Office Online
Shift+F1:	Context-sensitive help or reveal formatting
Ctrl+F1:	(not assigned)
Alt+F1:	Next field
Shift+Ctrl+F 1:	(not assigned)
Shift+Alt+F1 :	Previous field
Ctrl+Alt+F1:	Display Microsoft System Information
F2:	Move selection
Shift+F2:	Copy selection
Ctrl+F2:	Print Preview
Alt+F2:	(not assigned)
Shift+Ctrl+F 2:	(not assigned)
Shift+Alt+F2 :	Save
Ctrl+Alt+F2:	Open



Ask Mr. Modem! – October 2011
www.MrModem.com

Use Wireless Keyboard with iPad

Q. I bought a Bluetooth wireless external keyboard to use with my iPad. It's a great little keyboard, but I cannot get it to connect with the iPad. What am I doing wrong?

A. The iPad's integrated virtual keyboard is adequate for some typing, but for any significant amount of data entry, a real keyboard can't be beat. My personal favorite is a Logitech Bluetooth iPad Keyboard (\$69), but Apple makes an excellent wireless keyboard, also \$69 (what a coincidence) which is available from the Apple Store (<http://store.apple.com>). It can be a bit tricky to establish the handshake between iPad and keyboard, so let's walk through the process, step by step, in excruciating detail:

On your iPad, go to Settings > General > Bluetooth and make sure it is set to On. Next, turn on your keyboard using its power switch.

Return to the iPad's Bluetooth settings (Settings > General > Bluetooth) and after a couple of seconds, you should see the cryptic words "Not paired," and your keyboard identified by name.

Here's the crucial, little-known, often-overlooked, hyphen-laden step: In the iPad's Bluetooth settings, tap "Not paired," and note the four- or six-digit number displayed. Type that number on your keypad, then press the Return key. Once the connection (handshake) is established, you will see the word "Connected" next to the name of your keyboard. You can then begin typing.

Once you finish using your Bluetooth device, be sure to return to Settings > General > Blue-

tooth and turn Bluetooth off. If you leave Bluetooth on and raise the iPad to your ear, like an iPhone, the sucking sound you hear will be the charge departing your battery.

The next time you use your keyboard, turn on Bluetooth, turn on your keyboard, and after a few seconds, the word “Connected” should appear. At that point, you're good to go.

For oodles (it's a technical term) more iPad tips, my latest ebook series, “Mr. Modem's Top 50 iPad Tips,” Volumes 1-3, makes its debut on amazon.com this month.

Q. I somehow deleted the My Document icon from my XP computer. How can I get it back?

A. Right-click Desktop > Properties > Desktop tab > Customize Desktop button. Under Desktop Icons, place a check mark beside My Documents. If it already has a check mark, remove it, restart your computer, then return to the same area and replace the check mark, followed by OK.

Q. How do I capture or save what appears on screen?

A. The key to capturing whatever appears on your monitor is the keystroke combination CTRL + PRINT SCREEN, sometimes displayed as the PRNT SCRN or PRT SC key.

Pressing the PRINT SCREEN key copies data to the Windows Clipboard, from which you can then paste it into another document or email message.

If you want to capture only the active window -- the window in which you are currently working -- and not any other window that might be lurking in the background, hold down the ALT key first, then press the PRINT SCREEN key.

When I create a screen shot of a window, or an error message, or some other dialog box, I paste it into Paint, which can be found under Programs > Accessories. You can, however, use any other graphics program as your pasting destination.

Mr. Modem's DME (Don't Miss 'Em) Sites of the Month

10x10

A fascinating site that takes an hourly photographic pulse of the world. When you open 10x10, you will see a grid of the top 100 world images for that hour, ranked in order of importance, reading left to right, top to bottom. Along the right edge of the screen are listed the corresponding top 100 words, one for each image. Move your mouse around the images and you will see which words match which images. Click any word or image to zoom in and see the news headlines behind the word.

www.tenbyten.org/now.html

Get Relaxed

Soothing sounds to help you feel more relaxed and less stressed. Choose from mellifluous melodies such as "Eternal Hope, Midsummer Sky" or "Clear Water." Music is accompanied by a photo slide show, which I thought moved too quickly and kind of stressed me out, but perhaps that's just me. Better still, forget the slide show, minimize the window, and let this musical muscle relaxer play in the background. Ahhhhh.....

www.getrelaxed.com

World eBook Library

The World Public Library Association is the world's largest eBook provider. Founded in 1996, the WPLA is dedicated to preserving and disseminating classic works of literature, serials, bibliographies, dictionaries, encyclopedias, and other reference works in a number of languages and countries around the world. Nothing by Mr. Modem yet, though. Pity.
<http://netlibrary.net/view/about-us.aspx>

"Mr. Modem's Top 50 Computing Tips," a life-altering five-ebook series, is just a download away on amazon.com! Each (only \$2.99) features 50 of Mr. M.'s greatest computing tips, all easy to understand, all written in Mr. Modem's entertaining and occasionally informative style.

12. If Fed Ex and UPS were to merge, would they call it Fed UP?

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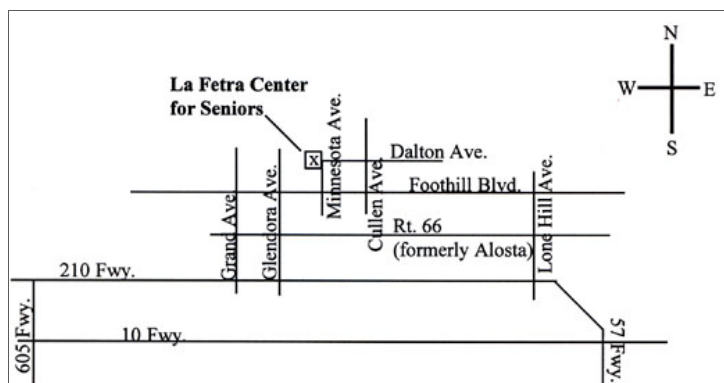
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month's Newsletter:

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